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1. **BASIC TYPES OF DOCUMENTATION** - All employees will accurately complete all forms and reports associated with their duties **PRIOR TO THE END OF SHIFT** unless otherwise authorized by a sworn supervisor or specified within this order (see section 2.D of this order for form/report completion and approval priority guidelines).

- The below forms/reports may be used to document crimes, incidents, or other police activity.

NOTE: An Incomplete/Missing Field Based Reporting (FBR) report may be generated by employees to help ensure FBR forms/reports have been completed.

A. FORMS/REPORTS COMPLETED IN THE FBR	
(1) Incident Report (IR) and Incident Supplement	- IRs and Incident Supplements will be used to document criminal incidents where there will or may be further follow-up or whenever there is the possibility of a delayed request for prosecution. NOTE: IRs and Incident Supplements are not limited to documenting criminal incidents. - The records management system (RMS) is used to distribute, store, and retrieve IRs. - IR numbers are generated through the Computer Aided Dispatch (CAD) system. - When CAD is down (30 minutes or longer), an IR number may be obtained from the Information Services Unit (ISU). - Non-confidential information from IRs is available to the public, for a fee, from the Public Records and Services Bureau (PRSB).
(2) Booking Forms	- Includes the Booking Report, Release Questionnaire (Form IV), Form IV A (Fugitive Arrest), and Release Questionnaire Supplemental - Prop 100 Questions - Refer to Operations Order 7.7.04, Booking Procedures, for more information.
(3) Field Interview (FI) Report (Form 80-36D)	- This form will be used when it is necessary to record non-criminal information. - Officers will fill in the appropriate spaces as completely and accurately as possible including "Offense Element 1", if necessary, to ensure proper routing.
(4) Accident Forms	- Includes the Arizona Crash Report (ACR) Forms 01-2704A & B (to include the narrative, crash diagram, and Truck/Bus Supplement Form 01-2710) and Fatal Supplement Form 01-2705 - These forms will be used to report motor vehicle accidents on public thoroughfares or private property as outlined in Operations Order 7.5.02, Traffic Accident Investigation. - Officers will ensure the CAD incident number is included. - Redacted and un-redacted crash reports are available in RMS. * Once a crash report is approved by the Arizona Department of Transportation (ADOT), PRSB will redact the report, and it will only be released to the public by PRSB after a public records request.
(5) Citation	Includes the Arizona Traffic Ticket and Complaint (ATTC) (refer to Operations Order 7.6.00, Arizona Traffic Ticket and Complaint, for more information) and Notice of Violation (NOV) (refer to Operations Order 7.5.06, Parking Enforcement, for more information)
(6) BOLO	Used to request specific information and/or caution officers on a person and/or vehicle (refer to Operations Order 7.3.00, Initial Investigative Procedures, for more information)
(7) Building Check	Used to document property checks participating in the Special Watch Programs (refer to Operations Order 7.2.00, Community Based Policing, for more information)
(8) Forensic Form	Used by detectives only to request scientific analysis for impounded evidence
(9) Patrol Activity Log	Used by supervisors to document unusual situations, wanted persons, major investigations, etc.
(10) Use of Force Report	Used by supervisors to document use of force incidents (refer to Operations Order 1.5.02, Use of Force Reporting, for more information)

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1. **BASIC TYPES OF DOCUMENTATION** (Continued)

B. FORMS/REPORTS NOT COMPLETED IN THE FBR	
(1) Easy Forms	- This application is located on the Mobile Data Computer (MDC)/computer desktops and is to be utilized after necessary FBR forms/reports are initiated. - The following entries will be completed and sent to the Centralized Automated Records Support (CARS) Unit as soon as possible for entry into Arizona Crime Information Center (ACIC)/National Crime Information Center (NCIC) and/or National Insurance Crime Bureau (NICB) via Centrally Linked Information for Public Safety (CLIPS): * Missing/Found Person * Recovered Stolen Gun FOJ * Stolen/Recovered Vehicle or Plate * Tow Slip (police requested towed/impounded vehicle) NOTE: Refer to the specific related policies for more information. - The following form may be completed to be distributed as needed: * Accident Exchange Information Form
(2) Form IV(C) Release Questionnaire Intimate Partner Risk Assessment Form 80-597D	This form must be completed for all arrested intimate partner suspects and intimate partner suspects who have fled and probable cause exists to arrest them (see Operations Order 7.21.00, Domestic Violence, for more information).
(3) MDC False Alarm Mask	- This MDC screen will be used to report any activated alarm to which an officer was dispatched or took on-view action. - All spaces on the MDC screen will be filled out as completely and accurately as possible.
(4) MDC Loud Party Mask	- This MDC screen will be used to report a party/event that meets the criteria as outlined in Phoenix City Code (PCC) 2-22 (refer to Operations Order 7.27.00, Party/Event Enforcement Complaints, for more information) - All spaces on the MDC screen will be filled out as completely and accurately as possible.
(5) MDC Subject Contact Data Form	This form will be completed to collect data on all subject contacts that are not documented in another official method (IR, FI, citation, Booking Report, or ACR) (see section 7 of this order for more information)
(6) Special Service Report (SSR) Form 150-40	- Used to report problems to other City departments for action; for example, zoning violations, traffic engineering deficiencies, and street maintenance problems. - Street maintenance problems and traffic engineering deficiencies may also be submitted online at https://www.phoenix.gov/formssite/Forms/emstmnt.aspx - Zoning violations may also be submitted online at https://www.phoenix.gov/nsd/report-blight
(7) Notice of Animal Seizure Form 80-103D	- This form must be completed for all animal seizures in the event prompt action is required to protect the health and safety of an animal, or the health and safety of other animals. * One copy will be left with the owner/keeper of the animal * One copy will be uploaded to the IR as an attachment See Operations Order 7.13.00, Animals section 7.C for more information
(8) Animal Pre-Seizure Form 80-102D	- This form must be completed in the event an officer feels animal cruelty may exist but is not sure if there is enough reason to immediately seize the animal. * One copy will be left with the owner/keeper of the animal * One copy will be uploaded to the IR as an attachment See Operations Order 7.13.00, Animals section 8.A for more information
(9) Notice of Animal Welfare Seizure Form 80-104D (Spanish 80-104.1D)	- This form must be completed for all animal seizures under circumstances amounting to animal cruelty, and where no person is immediately available, capable, and willing to provide shelter and care for the animal. * One copy will be left with the owner/keeper if known * One copy will be uploaded to the IR/FI as an attachment * One copy will be left with AHS or other animal welfare organization See Operations Order 7.13.00, Animals section 9.D for more information

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2. PURPOSE OF IRs

- A. An IR is the primary reporting document for recording any crime or incident, having occurred within the City, either reported to the Department or observed by an officer.
- B. IRs convey information and intelligence to authorized persons other than the writer; therefore, the primary considerations of reporting will be clarity, accuracy, and completeness of the information recorded.
- C. The IR is designed to report the majority of offenses investigated by the Department and will be used as indicated in this order.

3. ADMINISTRATION OF IRs

- A. An IR will be completed if the elements of a crime are present, even if the victim does not desire prosecution, suspect is unknown, or there is no immediate need for a follow-up investigation.
 - (1) When in doubt, officers will notify a supervisor. If the elements of a crime are not present, an FI should be completed to document the incident. Officers will decide if a report will be completed, not the victim.
 - (2) Exceptions:
 - Hit-and-Run reports not meeting the criteria as outlined in [Operations Order 7.5.02, Traffic Accident Investigations](#), do not have to be completed.
 - Retail theft reports where there is no follow up and/or the complainant does not desire prosecution do not have to be completed.
 - When the following specific report forms apply to an incident, an IR will not be completed:
 - * Arizona Crash Report (unless otherwise noted in [Operations Order 7.5.02; Traffic Accident Investigation](#))
 - * FI
 - (3) IRs will be completed on criminal offenses involving adults and/or juveniles as suspects or victims.
 - (a) For information on the IR and/or FI, employees may utilize the “Help” file tab on the top right portion of the FBR screen.
 - (4) When an officer from an outside agency is working off-duty as a School Safety Officer (SSO) in Phoenix, and an incident occurs requiring an IR, on-duty employees will respond to complete an original IR, as referenced in [Operations Order 4.8.00 Off-Duty Work 13.F.\(1\)\(a\)Note](#).
 - The responding employee will provide the Phoenix IR number to the SSO and instruct them to complete a report in their system cross referencing the Phoenix report.
- B. Federal Bureau of Investigation (FBI) – Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS) definitions:
 - (1) Incident - One or more offenses committed by the same offender, or group of offenders, acting in concert, at the same time and place.
 - (2) Acting in Concert - All offenders actually commit or assist in the commission of all of the offenses of an incident. Offenders must be aware of, and consent to, the commission of all of the offenses; or even if non-consenting, their actions, or inaction, assist in the commission of all offenses.

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3. B. (3) Same Time and Place - The same person or group of persons commit more than one offense and all the offenses have occurred during an unbroken time period at the same or adjoining locations. (continued on next page)

EXCEPTION: Incidents can be comprised of offenses which, by their nature, involve continuing criminal activity by the same offender/s at different times and/or places, as long as law enforcement deems the activity to constitute a single criminal transaction.

EXAMPLE: A bank employee manipulates the bank's computer over an 18 month period and systematically embezzles \$70,000 (the continuing criminal activity against the same victim constitutes a single incident of embezzlement).

C. Reporting Two or More Offenses

- (1) Only one IR will be required when an incident involving more than one offense committed by the same suspect/s at the same time and location and acting in concert.

EXAMPLE: Two suspects commit a robbery in a bar. During the robbery, the first suspect begins to sexually assault a victim. The second suspect tells the first suspect to stop and only rob the victim. Although the second suspect did not consent to the sexual assault, by displaying a gun, he/she prevented someone from helping the victim and therefore assisted in the commission of the sexual assault. One IR will be completed listing the robbery and sexual assault.

- The most serious offense will be listed as the primary offense to ensure proper routing to the appropriate investigative detail.

- (2) Separate IRs will be required if the addresses of two or more offenses are different-(separate of time and place) or when suspects do not act in concert during the commission of all the offenses of an incident.

EXAMPLE: ¹If a series of theft from vehicles occur at the same approximate time but in different church parking lots, and appear to have been committed by the same suspect, separate IRs will be completed.

²When two suspects commit a robbery at a bar and in searching for additional patrons to rob; one suspect finds a female customer in a restroom and sexually assaults her. The second suspect was not acting in concert to the sexual assault (he/she was not aware). Two IRs will be completed (one for the robbery and one for the sexual assault).

- If more than two IRs are related, the first IR will have "See Narrative" in the "Related Report Number" box of the IR Heading section, the related reports will be listed in the narrative of the first report, and the related IRs will note the first IR number in the "Related Report Number" box.

- D. Prioritizing Forms/Reports - The listed FBR forms/reports will be completed and submitted for review and approval following the guidelines outlined below.

NOTE: An Easy Form will also be completed following the guidelines outlined below.

Priority ¹	FBR Form/Report	Timeframe for Employee to Complete	Timeframe for Review and Approval	Who Reviews and Approves	Easy Form Completed/ Sent to CARS
1	IRs with a suspect in custody (adult and/or juvenile)	As soon as possible and by the end of shift	As soon as possible	Supervisor	No

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3. D. Prioritizing Forms/Reports (Continued)

	• Booking forms	As soon as possible and by the end of shift	As soon as possible	Centralized Booking Detail	No
NOTE: If Priority 1 forms/reports are not reviewed and approved by the noted entity within two (2) hours, the on duty lieutenant will be notified immediately.					
2	• IRs with missing person/s under the age of 21	End of shift	End of shift	Supervisor	As soon as possible ²
	<u>IRs with/involving:</u> • Found missing persons • Impounded vehicles • Kidnapping • Missing person/s over the age of 21 • Recovered stolen guns FOJ • Stolen or recovered stolen license plates • Stolen or recovered stolen vehicles	End of shift	End of shift	Supervisor	As soon as possible
	<u>IRs:</u> • With a suspect cited in lieu of detention (ATTC issued) • Requiring immediate follow-up • Involving domestic violence (not in custody) • With Identifiable lost/stolen property (serialized, owner applied number, or unique)	End of shift	End of shift	Supervisor	No
3	• All other IRs³ • Accident forms (ACRs)³ • FIs³	End of shift	Within 48 hours of submittal	Supervisor	As soon as possible ³
NOTE: ¹ Based on review and approval timeframe ² The Easy Form must be completed and sent to the CARS Unit as soon as possible and no later than two hours of being notified of the missing person. ³ An Easy Form is only necessary if a vehicle is being towed as a result of a police requested tow.					

(1) When working supplemental overtime or off-duty, officers will follow the procedures outlined in the next sections [2.C.(1)(a) or (b)] to ensure IRs and bookings are reviewed and approved in the required timeframes

(a) Supplemental overtime - If working in a precinct other than the precinct/bureau they are normally assigned, officers **must** call the Data Integrity Detail at 602-256-4110 at the beginning of the supplemental shift and advise which precinct they will be working.

(b) Off-duty - If working in a precinct other than the precinct/bureau they are normally assigned, and a Priority 1 or Priority 2 report/form must be completed, **prior to submitting** the report/form, officers **must** call the Data Integrity Detail and advise which precinct they are working the off-duty.

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3. E. Submission of IRs for Complaints

- (1) In all criminal cases where an indictment, information, or complaint is sought, the Court Liaison Detail will furnish the appropriate prosecuting authority with the necessary copies of all IRs and supplements concerning the case.
- (2) The following information will be included in an IR when submitting to the prosecuting attorney:
 - Names, addresses, and telephone numbers with area codes of potential witnesses
 - A synopsis providing a brief summary of the incident, to include a probable cause statement that accurately supports the listed charge/s
 - Summary of statements made by potential witnesses and the defendant
 - List of objects that have been seized and may be used in a criminal proceeding
 - Whether or not electronic surveillance or a search warrant played a part in the case (a copy of the warrant will be attached to the IR)
 - Whether or not an informant played a part in the case (they **will not** be named)
 - Prior felony convictions of suspects
 - Whether or not a live or photographic lineup was conducted
 - An appropriate closing statement
- (3) Crimes Involving Children Who are Placed in Foster Care
 - (a) The IR will include the name and business telephone number with area code of the Child Protective Services caseworker who authorized the placement.
 - (b) The IR will not include the names of the foster parents or address of the foster home.
- (4) The Department will not submit Federal Bureau of Investigation (FBI), state, or local arrest records (rap sheets) on victims or witnesses to the prosecuting authority except upon request.

F. Clearing Reports - Only officers assigned to the following bureaus and details are authorized to clear IRs assigned to them:

- Judicial Process Detail
- Community Engagement Bureau (CEB)
- Drug Enforcement Bureau (DEB)
- Family Investigations Bureau (FIB)
- Homeland Defense Bureau (HDB)
- Property Crimes Bureau (PCB)
- Traffic Bureau
- Violent Crimes Bureau (VCB)

G. Supervisory Review of IRs and FIs - Supervisors will review IRs, Incident Supplements, and FIs as specified in [Operations Order 2.4.00, Inspections](#)

4. **FBR IR AND FI FORMS** - Used to record information obtained during the investigation/police contact.

- Refer to the FBR User Manual for report entry guidelines/procedures.

5. **SKETCH/DIAGRAMS**

- A. If a sketch is used to aid in the investigation, it will be scanned and uploaded to the RMS Incident module using the document viewer (refer to RMS User Manual/Document Capture and Viewer Component for importing procedures).

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5. B. Sketches and diagrams should include, but are not limited to, the following:

- Dimensions
- Relation of the crime scene to other buildings, geographical features, or roads
- Address, floor, or room number, as appropriate
- Location of significant features of scene, including victim
- Date and time of the sketch
- Names and serial numbers of persons preparing sketch
- Direction of North
- Location of items of physical evidence recovered
- IR number

6. **INCIDENT SUPPLEMENTS**

A. Incident Supplements will be completed to document additional information gathered in the follow-up investigation, or to clear or record the status of an IR.

B. All requests for further investigation by detectives, City attorneys, or County attorneys will be answered in a separate Incident Supplement, using appropriate formats and/or narrative.

(1) The specific questions posed by the detectives or attorneys will not be listed in the supplement.

(2) Officers will not reply to the detective or attorney's questions by writing on the face sheet of the form.

C. Citizens Online Police Reporting System or Citizen's Mail-In Supplement Form 80-114D

(1) Officers will advise victims they may utilize the online police reporting system at phoenix.gov/police (also listed in the Victim's Rights Pamphlet Form PPD #54), if they have additional information that could be helpful to the investigation, they discover additional items missing at a later time, or want to add serial numbers to items already reported.

- When victims advise they do not have access to the internet and/or a valid email address, officers will provide a Citizen's Mail-in Supplement Form 80-114D.

* Officers will fill in the IR number, location of occurrence, and type of report on the Citizen's Mail-In Supplement form before leaving it with the victim.

* If victims so not desire to use this form, none will be left.

(2) Under no circumstances will this form relieve officers of the responsibility to list known missing property during the initial investigation.

(3) Returned Citizen's Mail-In Supplement forms will be forwarded to the assigned detective for completion of an Incident Supplement, as needed

7. **HANDWRITTEN INVESTIGATION NOTES**

A. Handwritten investigation notes that have been substantially incorporated in an IR within 20 working days may be destroyed.

- This **does not** relieve officers of the responsibility to complete all reports **prior** to the end of the shift unless authorized by a sworn supervisor, as stated previously in this order.

B. Handwritten investigation notes that **have not** been substantially incorporated in an IR within 20-working days must be preserved.

- This may be done by impounding the original or photocopy of the notes, or a verbatim (word for word) recording of the content of the notes.

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8. SUBJECT CONTACT DATA (SCD) FORM

A. To help communicate transparency and to further enhance trust with our community, the SCD form will be completed when contact is made with ANY person and an FI, IR, citation, Booking Report, or ACR is **NOT** required to be completed as outlined in this order/Operations Orders or the information being collected is outside the scope of this form.

- (1) **EXCEPTION:** Quick interactions, such as a thank you during lunch, asking for directions, or other brief **community-initiated** contacts, do not require documentation due to their brief nature and unreasonable expectation of asking community members for information during this type of interaction (officers will apply sound policing strategies and a reasonable standard when determining if this form must be completed).
- (2) Below are examples of when **NOT** to use the SCD form as the contact/situation requires the completion of another official Department report/form or the situation is outside of the scope of the form:
 - Trespass notification ([Operations Order 7.15.00, Burglary and Trespassing](#))
 - Local alcoholism reception center (LARC) transport ([Operations Order 7.2.00, Community Based Policing](#), Section 4 Referral Agencies)
 - "Red tagged" vehicles ([Operations Order 7.5.06, Parking Enforcement](#))
 - Lost license plate ([Operations Order 7.30.00, Theft and Shoplifting](#))
 - Non-service of a warrant ([Operations Order 1.9.00, Arrest](#))
 - Situations outside of the scope of the form:
 - * Vehicle stops with multiple vehicles and multiple occupants
 - * Contact circumstances needing more than a 230-character explanation
 - * Contact with known criminal street gang members, suspected criminal enterprise agents, or any other contact that may need further investigation by a specific bureau
 - * Any other contact that would be more appropriate to document in an IR/FI

B. Completion of the Subject Contact Data (SCD) Form

- (1) The SCD form will be completed via the MDC unless contingency procedures have been implemented.
- (2) Fields within the SCD form

FIELD	DESCRIPTION
(1) Jur	Jurisdiction, auto populates with PH for Phoenix
(2) Call #	- When assigned to a call for service, the call number (#) will automatically populate in this field. - If a call for service is assigned a disposition code prior to generating an SCD, the call # field <u>will be</u> manually entered NOTE: Officers should generate an SCD form <u>prior to</u> assigning a disposition code to the call for service.
(3) Call Year	The year of the call for which the SCD form is being generated
(4) Last Name	Subject's last name (searchable from the person search form)
(5) First Name	Subject's first name (searchable from the person search form)
(6) Middle Name	Subject's middle name (searchable from the person search form)
(7) Address and Related Fields	Subject's reported address
(8) Sex*	Officer's assessment of the subject's sex unless the subject disclosed their sex - Female - Male - Unknown
(9) DOB	Subject's date of birth
(10) Age	Officer's assessment of the subject's age unless the subject disclosed their DOB/age

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8. B. (2) Fields within the SCD form (Continued)

FIELD	DESCRIPTION
(11) Home Phone	Phone used at the home, which may be a cellular device
(12) Business Phone	Work phone, if provided
(13) Race*	Officer's assessment of race unless the subject disclosed their race - America Indian or Alaskan Native - Asian or Pacific Islander - Black - Unknown - White
(14) Ethnicity*	Officer's assessment of ethnicity unless the subject disclosed their ethnicity - Hispanic - Non-Hispanic - Unknown
(15) Role*	Select the person type: - Acct Holder - Complainant - Cyclist - Driver - Found - I.L. - Juv-Arreste - Manager - Next of Kin - Occupant - Owner - Parent/Guar - Passenger - Pedestrian - Resp. Party - RO-Reg Owner - Subject - Suspect - Victim - Witness
(16) Behavior Status	- Behavioral Health (if disclosed or perceived mental health issues) - Drug Impairment (if disclosed or perceived) - Alcohol Impairment (if disclosed or perceived) - None - Unknown
(17) Foot Pursuit	Did the contact result in a foot pursuit? - Yes - No (defaults to No as most foot pursuits end with an arrest)
(18) Reason for Contact*	Select the reason the subject was contacted: - Check Welfare - Unwanted Person - Call for Service - Suspicious Activity - Consensual Contact - Vehicle Violation - Pedestrian Violation - Bicycle Violation NOTE: If documenting contact with a complainant, the reason would be the nature of the call (unwanted guest, check welfare, consensual, etc.).
(19) ICE Contacted	- Was Immigration and Customs Enforcement (ICE) contacted? - Yes - No (defaults to No as most cases in which an SCD form is completed would not result in ICE contact)
(20) Outcome of Interaction*	Select the result of the contact: <u>Educational Contact</u> – Some violation occurred but did not rise to the level of further documented enforcement. * The subject was educated about the violation and released without further delay. <u>Courtesy Transport</u> – For the good of the community and/or Department, the subject was transported to a location that did not offer any type of assistance/services and the subject was willing to be transported. EXAMPLE: A husband and wife are only arguing, and for the good of the community and Department, the husband was transported to a friend's house. (continued on next page)

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8. B. (2) Fields within the SCD form (Continued)

FIELD	DESCRIPTION
(20) Outcome of Interaction* (continued)	• <u>Transport for Services</u> – The subject was transported because the officer/s realized the subject (who is not a danger to themselves or someone else) would benefit from services provided by various providers and the subject was willing to be transported. Examples of providers include, but or not limited to: * Mental health screening agencies such as, Urgent Psychiatric Care (UPC) * Community Bridges, Inc. (CBI) locations * Shelters such as, Central Arizona Shelter Services (CASS) • <u>No Enforcement</u> – Typically used in the case of a consensual contact that does not involve an enforcement stop or contact.
(21) Description	• A brief narrative of the contact not to exceed 230 characters
*Required field	

C. Disposition Code - The disposition code for a call for service requiring the completion of an SCD will be "I" (Interaction).

D. Editing the SCD Form

- (1) When assigned to a call for service and an SCD form is generated prior to assigning a disposition code to the call for service, the SCD form may be edited until the call for service is assigned a disposition code.
- (2) When assigned to a call for service and an SCD form has not been generated prior to assigning a disposition code to the call for service, the SCD form may be edited until the *Send and Close* button is clicked.
 - Once sent, the SCD form will automatically be added to the call details.
- (3) Any officer assigned to the call may edit an SCD form prior to assigning a disposition code/saving as outlined above, with the understanding that all edits are tracked by the system and linked to the person/s signed into the MDC.
- (4) Once a call for service is assigned a disposition code/saved as outlined above, only a lieutenant or above may authorize the reopening of the call for the purposes of editing the SCD form.
 - The affected lieutenant (or above) must contact a Communications supervisor to complete the request.
 - * Once the call for service is reopened, the involved officer/s may edit the SCD form and once completed, assign the disposition code again.

E. Audit of the SCD Form

- Precinct/bureau inspection lieutenants are responsible for performing monthly random audits for the proper use of the SCD form.

NOTE: For bureaus that do not have an inspections lieutenant, the commander will designate a person to conduct the audits.

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